

ETID

ELECTRONIC TURN IN DOCUMENT

GENERATOR PROCESSES

CREATING, EDITING, DELETING ETIDS

DECEMBER 2003

SIMPLIFYING THE TURN IN PROCESS

ETID – LOGGING IN



DRMS ETID

[DRMS Home Page](#)

VERSION 3.0.5

DRMS [Notice](#)

[Last Version Changes](#) [User's Manual](#) [Help/Experiencing Problems](#) [FAQs](#)

Current ETID Users

ETID Generator Login

ETID DRMO Login

Click here to **create** turn-in documents.

Click here to **approve** turn-in documents.

New ETID Users

Account Request

Check Request Status

*NOTE: <Account Request> for generators only.
DRMO personnel please use AURA to request
access.

For Program information/comments, contact:

National: (via e-mail) [Bill Fox](#); phone (Comm.) 269-961-4060; (DSN) 932-4060

International: (via e-mail) [Larry Williams](#); phone (Comm.) 269-961-5090; (DSN) 932-5090

For Application/Technical Support, contact (via e-mail) [DRMS Helpdesk](#)

or phone (Comm.) 269-961-4999; (DSN) 932-4999

ETID LOGIN

ETID ETID - Login

User Id:

Password:

Login

Change Password

New ETID

Options for login processes.

- 1. Login will take you to the status screen**
- 2. Change Password**
- 3. New ETID will take you directly to enter a new ETID screen**

*** Warning ***

The DRMS Web site is provided as a service to the Department of Defense and its customers. Use of this system constitutes a consent to monitoring at all times. ETID requires the use of a userid/password.

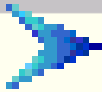
PRIVACY AND SECURITY [NOTICE](#)

ETID STATUS SCREEN

ETID

ETID - Status

Main Menu



New ETID

Change Profile

Edit DoDAAC Profile

Log Out

Filter ETID List

TO ADD A NEW
ETID CLICK ON
NEW ETID

By Generator:

Created By Me

By Status:

Pending

By Date:

Beginning Date: 10/11/2003

Ending Date: 11/10/2003

By DoDAAC:

All DoDAACs

Refresh

Select for Action	DTID	NSN	Qty	Description	Entry Date	Status
<input type="checkbox"/>	134214- 3314- 1234	5999- 012982957	1	CIRCUIT CARD ASSEMB	11/10/2003 07:38 AM	PENDING
<input type="checkbox"/>	All ETID's on this page					(1 - 1 of 1)


Actions

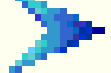
Print Selected ETID's

ENTERING NEW ETID

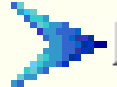
1. ENTER DTID
2. ENTER STOCK NUMBER
3. HAZARDOUS PROPERTY - NO
4. CLICK ON NEXT

ETID
New ETID - Initial Data

 *DTID: 134214 ▾ 3314

 *Stock Number:

*Hazardous: No ▾



* denotes the field is mandatory

Property containing hazardous material/waste cannot be accepted through ETID at this time.

Please ensure inert certifications are provided for property described in DoD DEMIL Program Bulletin No. 99-005, Change to DoD 4160.21-M, Chap. 4, Para. B3. Refer to this DoD DEMIL website for further information:
<http://www.demil.osd.mil/>
[Link to Safe Alert Latent Defect \(SALD\)](#)

**FOR DEMIL
GUIDANCE CLICK
ON THE OSD LINK**

**TO CHECK IF NSN
IS IN SALD, CLICK
ON SALD LINK**

NEW ETID - CONTINUED

ETID New ETID - Data

*DTID: 134214- 3314- 1231	* Stock Number: 5999- 012982957
* Unit Price: 871.53	* Quantity: <input type="text"/>
Unit Weight: <input type="text"/>	Unit Cube: <input type="text"/>
* <u>Unit of Issue</u> : EA - Each	* Item Nomenclature: CIRCUIT CARD ASSEMB
* Supply Condition: <input type="text"/>	Shelf Life: 0 - Non-deteriorative
* Demilitarization: D	Shelf Life Ext. Date: <input type="text"/>
Precious Metals: A - None	Security/Pilferage Classification: 7 - DEMIL Req. - Controlled by DEMIL Cd
Reclamation: <input type="text"/>	ADPE ID: <input type="text"/>
* Disposal Authority: <input type="text"/>	* Processing DRMO: RCP SAN DIEGO (N00244)
Hazardous: No	
1348 Comment: <input type="text"/>	

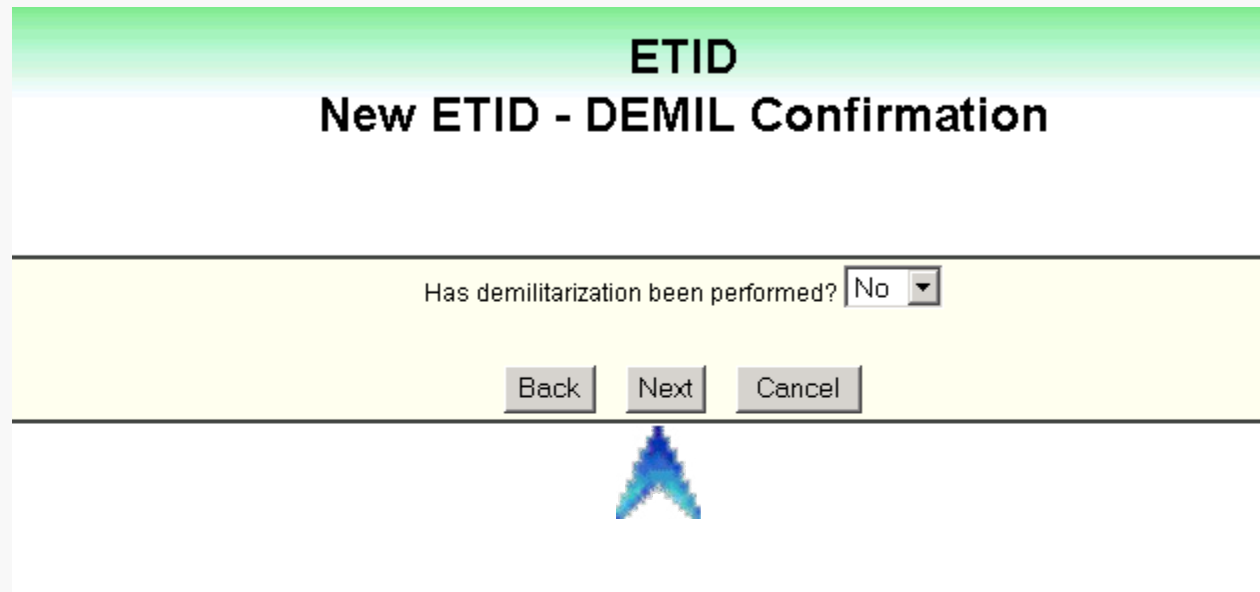
Back Next Cancel

* denotes the field is mandatory

1. ENTER REQUIRED DATA
2. CLICK ON NEXT

**NOTE: * DENOTES
MANDATORY FIELD**

NEW ETID -CONTINUED



ETID

New ETID - DEMIL Confirmation

Has demilitarization been performed?

1. **DEMIL PERFORMED?**
2. **CLICK ON NEXT**

**NOTE: THIS SCREEN APPEARS BASED ON
DEMIL CODE PREVIOUSLY IDENTIFIED**

NEW ETID - CONTINUED

ETID ETID - Confirm

Point of Contact:

Name: Run, Cspot
DSN Phone:
DSN FAX:

Email: cspotrun@hotmail.com
Commercial Phone: 123-131-4124
Commercial FAX:

Item Description:

DTID: 134214- 3314- 1234
Quantity: 1
Unit Price: 871.53
Unit Weight:
Unit Cube:
Unit of Issue: EA - Each
Supply Condition: D - Serviceable - test/mods
Demilitarization: D
DEMIL Performed: No
Precious Metals: A - None
Reclamation: No
Disposal Authority: F - Federal
1348 Comment:

Stock Number: 5999- 012982957
Hazardous: No
Total Price: 871.53
Total Weight:
Total Cube:
Item Nomenclature: CIRCUIT CARD ASSEMB
Shelf Life: 0 - Non-c
Shelf Life Ext. Date:
Security/Pilferage Classification: 7 - DEMIL
ADPE ID:
Processing DRMO: N00244



Back

Submit

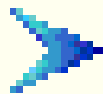
Cancel

1. DATA
CORRECT?
SUBMIT
2. NEED TO MAKE
A CHANGE?
BACK

NEW ETID - LSN SCREEN

ETID New ETID - Initial Data

* DTID: 134214 3009 9481
* Stock Number: 5999 00osn
* Hazardous: No



Next

Cancel

* denotes the field is mandatory

Property containing hazardous material/waste cannot be accepted through ETID at this time.

Please ensure inert certifications are provided for property described
in DoD DEMIL Program Bulletin No. 99-005, Change to DoD 4160.21-M,
Chap. 4, Para. B3. Refer to this DoD DEMIL website for further
information:

<http://www.demil.osd.mil/>

[Link to Safe Alert Latent Defect \(SALD\)](#)

**IF YOU PUT
AN LSN IN THE
NSN BOX YOU
WILL BE
PROMPTED
THROUGH A
DIFFERENT
SERIES OF
SCREENS
BEFORE
CONFIRMATIO
N**

NEW ETID - LSN SCREEN

ETID New ETID - Data

* DTID:	134214- 3009- 9481	* Stock Number:	5999- 000SN
* Unit Price:	<input type="text"/>	* Quantity:	<input type="text"/>
Unit Weight:	<input type="text"/>	Unit Cube:	<input type="text"/>
* <u>Unit of Issue</u> :	EA	* Item Nomenclature:	<input type="text"/>
* Supply Condition:	<input type="text"/>	Shelf Life:	<input type="text"/>
* Demilitarization:	<input type="text"/>	Shelf Life Ext. Date:	<input type="text"/>
Precious Metals:	<input type="text"/>	Security/Pilferage Classification:	<input type="text"/>
Reclamation:	<input type="text"/>	ADPE ID:	<input type="text"/>
* Disposal Authority:	<input type="text"/>	* Processing DRMO:	RCP SAN DIEGO (N00244)
Hazardous:	No		
1348 Comment:	<input type="text"/>		

* denotes the field is mandatory

**NOTE: USING AN LSN THE SCREEN
DOES NOT PRE-POPULATE**

NEW ETID – CRITICAL FSC LSN

New ETID - Critical FSC LSN Information

* Manufacturer:

* Part Number:

* End Item Application:

* Justification for LSN:

Back

Next

Cancel

MANDATORY FOR CRITICAL FSCS
OPTIONAL FOR OTHER LSNs

NEW ETID -CONFIRMATION

ETID ETID - Confirm

1. **DATA CORRECT?
SUBMIT**
2. **NEED TO MAKE A
CHANGE? BACK**

Point of Contact:

Name: Run, Cspot
DSN Phone:
DSN FAX:

Email: cspotrun@hotmail.com
Commercial Phone: 123-131-4124
Commercial FAX:

Item Description:

DTID: 134214- 3314- 1234
Quantity: 1
Unit Price: 871.53
Unit Weight:
Unit Cube:
Unit of Issue: EA - Each
Supply Condition: D - Serviceable - test/mods
Demilitarization: D
DEMIL Performed: No
Precious Metals: A - None
Reclamation: No
Disposal Authority: F - Federal
1348 Comment:

Stock Number: 5999- 012982957
Hazardous: No
Total Price: 871.53
Total Weight:
Total Cube:
Item Nomenclature: CIRCUIT CARD ASSEMB
Shelf Life: 0 - Non-deteriorative
Shelf Life Ext. Date:
Security/Pilferage Classification: 7 - DEMIL Req. - Controlled by DEMIL Cd
ADPE ID:
Processing DRMO: N00244



Back

Submit


Cancel

MANAGING ETID FEATURES

ETID
ETID - Status

Main Menu

Filter ETID List

By Generator: 

By Status:

By Date: Beginning Date: Ending Date:

By DoDAAC:

Select for Action	DTID	NSN	Qty	Description	Entry Date	Status
<input type="checkbox"/>	134214-3314-9901	6625-011252566	1	COUNTER,ELECTRONIC,	11/10/2003 12:14 PM	PENDING
<input type="checkbox"/>	134214-3314-9900	7025-00CPU	2	DELL CPU	11/10/2003 12:13 PM	PENDING
<input type="checkbox"/>	134214-3314-0007	4110-00REFRIG	5	MAYTAG REFRIGERATOR	11/10/2003 11:06 AM	PENDING
<input type="checkbox"/>	134214-3314-0006	1615-014555209	2	BLADE,ROTARY WING	11/10/2003 11:05 AM	PENDING
<input type="checkbox"/>	134214-3314-0005	6115-003633957	5	STATIC EXCITER	11/10/2003 11:04 AM	PENDING
<input type="checkbox"/>	134214-3314-0004	2330-00TRUCK	1	FORD F-150 PICK-UP TRUCK	11/10/2003 11:02 AM	PENDING
<input type="checkbox"/>	134214-3314-0003	6810-006826867	7	DISTILLED WATER,REA	11/10/2003 11:00 AM	PENDING
<input type="checkbox"/>	134214-3314-0002	1940-00BOAT	1	ALUMINUM FISHING BOAT	11/10/2003 10:58 AM	PENDING
<input type="checkbox"/>	134214-3314-0001	6545-009143510	4	CHEST,MEDICAL INSTR	11/10/2003 10:39 AM	PENDING
<input type="checkbox"/>	134214-3314-1234	5999-012982957	1	CIRCUIT CARD ASSEMB	11/10/2003 07:38 AM	PENDING

☐ All ETID's on this page

(1 - 10 of 10)

Actions

FILTER

OPTIONS:

- PENDING
- REJECTED BY DRMO
- REDIRECTED TO ANOTHER DRMO
- APPROVED BY DRMO
- SHIPPED

OTHER OPTIONS:

- SHOW ETID's CREATED BY OTHERS
- BEGIN/END DATE
- DoDAAC

REMEMBER TO CLICK ON THE REFRESH BUTTON FOR THE SYSTEM TO SORT THE DATA

REVIEW ETID

ETID - Status

Main Menu

[New ETID](#)[Change Profile](#)[Edit DoDAAC Profile](#)[Log Out](#)

Filter ETID List

By Generator: By Status: Beginning Date: By Date: Ending Date: By DoDAAC: [Refresh](#)

**DOUBLE CLICK
ON THE DTID
TO REVIEW**

Select for Action	DTID	NSN	Qty	Description	Entry Date	Status
<input type="checkbox"/>	134214- 3314- 0007	4110- 00REFRIG	5	MAYTAG REFRIGERATOR	11/10/2003 11:06 AM	PENDING
<input type="checkbox"/>	134214- 3314- 0006	1615- 014555209	2	BLADE,ROTARY WING	11/10/2003 11:05 AM	PENDING
<input type="checkbox"/>	134214- 3314- 0005	6115- 003633957	5	STATIC EXCITER	11/10/2003 11:04 AM	PENDING
<input checked="" type="checkbox"/>	134214- 3314- 0004	2330- 00TRUCK	1	FORD F-150 PICK-UP TRUCK	11/10/2003 11:02 AM	PENDING
<input checked="" type="checkbox"/>	134214- 3314- 0003	6810- 006826867	7	DISTILLED WATER,REA	11/10/2003 11:00 AM	PENDING
<input type="checkbox"/>	134214- 3314- 0002	1940- 00BOAT	1	ALUMINUM FISHING BOAT	11/10/2003 10:58 AM	PENDING
<input type="checkbox"/>	All ETID's on this page					

(1 - 8 of 8)

Actions

[Print Selected ETID's](#)

REVIEW ETID

ETID - View

Point of Contact:

Name: Run, Cspot
DSN Phone:
DSN FAX:

Email: cspotrun@h
Commercial Phone: 123-131-41
Commercial FAX:

OPTIONS:

1. **EDIT ETID**
2. **DELETE ETID**
3. **PRINT**

Item Description:

DTID: 134214- 3314- 0004
Quantity: 1
Unit Price: 23989.00
Unit Weight:
Unit Cube:
Unit of Issue: EA - Each
Supply Condition: F - Unserviceable - repairable
Demilitarization: A - Not Required
Precious Metals:
Reclamation: No
Disposal Authority: R - Reported as excess
1348 Comment:

Stock Number: 2330- 00TRUCK
Hazardous: No
Total Price: 23,989.00
Total Weight:
Total Cube:

Item Nomenclature: FORD F-150 PICK-UP TRUCK
Shelf Life: 0 - Non-deteriorative
Shelf Life Ext. Date:
Security/Pilferage Classification:
ADPE ID:
Processing DRMO: SZ3199 DRMO SAN DIEGO

Manufacturer: Ford Motor Company
Part Number: F-150
End Item Application: Supply maintenance
Justification for LSN: Purchased locally

**ONLY ETIDS IN PENDING
AND REJECTED STATUS
CAN BE EDITED OR
DELETED**

Back

Edit

Delete

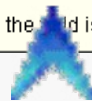
Print

EDIT ETID

ETID Edit an Existing ETID - Data

* DTID:	134214- 3314- 0004	* Stock Number:	2330- 00TRUCK
* Unit Price:	<input type="text" value="23989.00"/>	* Quantity:	<input type="text" value="1"/>
Unit Weight:	<input type="text"/>	Unit Cube:	<input type="text"/>
* <u>Unit of Issue</u> :	<input type="text" value="EA"/>	* Item Nomenclature:	<input type="text" value="FORD F-150 PICK-UP TRUCK"/>
* Supply Condition:	<input type="text" value="F - Unserviceable - repairable"/>	Shelf Life:	<input type="text" value="0 - Non-deteriorative"/>
* Demilitarization:	<input type="text" value="A - Not Required"/>	Shelf Life Ext. Date:	<input type="text"/>
Precious Metals:	<input type="text"/>	Security/Pilferage Classification:	<input type="text"/>
Reclamation:	<input type="text" value="No"/>	ADPE ID:	<input type="text"/>
* Disposal Authority:	<input type="text" value="R - Reported as excess"/>	* Processing DRMO:	<input type="text" value="SAN DIEGO (SZ3199)"/>
Hazardous:	No		
1348 Comment:	<input type="text"/>		

* denotes the field is mandatory



1. EDIT DATA
2. CLICK ON NEXT

EDIT - REVIEW

ETID - View

Point of Contact:

Name: Run, Cspot

Email: cspotrun@hotmail.com

DSN Phone:

Commercial Phone: 123-131-4124

DSN FAX:

Commercial FAX:

Item Description:

DTID: 134214- 3314- 0004

Stock Number: 2330- 00TRUCK

Quantity: 1

Hazardous: No

Unit Price: 23989.00

Total Price: 23,989.00

Unit Weight:

Total Weight:

Unit Cube:

Total Cube:

Unit of Issue: EA - Each

Item Nomenclature: FORD F-150 PICK-UP TRUCK

Supply Condition: F - Unserviceable - repairable

Shelf Life: 0 - Non-deteriorative

Demilitarization: A - Not Required

Shelf Life Ext. Date:

Precious Metals:

Security/Pilferage Classification:

Reclamation: No

ADPE ID:

Disposal Authority: R - Reported as excess

Processing DRMO: SZ3199 DRMO SAN DIEGO

1348 Comment:

ETID Status: PENDING

Manufacturer: Ford Motor Company

Part Number: F-150

End Item Application: Supply maintenance

Justification for LSN: Purchased locally



Back

Submit

Cancel

**AFTER CHANGES HAVE
BEEN MADE, AN ETID
CAN BE RESUBMITTED**

DELETE AN ETID

ETID - View

Point of Contact:

Name: Run, Cspot

Email: cspotrun@hotmail.com

DSN Phone:

Commercial Phone: 123-131-4124

DSN FAX:

Commercial FAX:

Item Description:

DTID: 134214- 3314- 0004

Stock Number: 2330- 00TRUCK

Quantity: 1

Hazardous: No

Unit Price: 23989.00

Total Price: 23,989.00

Unit Weight:

Total Weight:

Unit Cube:

Total Cube:

Unit of Issue: EA - Each

Item Nomenclature: FORD F-150 PICK-UP TRUCK

Supply Condition: F - Unserviceable - repairable

Shelf Life: 0 - Non-deteriorative

Demilitarization: A - Not Required

Shelf Life Ext. Date:

Precious Metals:

Security/Pilferage Classification:

Reclamation: No

ADPE ID:

Disposal Authority: R - Reported as excess

Processing DRMO: SZ3199 DRMO SAN DIEGO

1348 Comment:

Manufacturer: Ford Motor Company

Part Number: F-150

End Item Application: Supply maintenance

Justification for LSN: Purchased locally



Back

Edit

Delete

Print

OPTIONS:

1. EDIT ETID
2. DELETE ETID
3. PRINT

PROCESS

1. CLICK ON DELETE
2. WARNING MESSAGE APPEARS
3. CLICK ON DELETE

DELETE ETID CONFIRMATION

ETID

Delete Confirmation

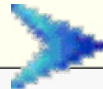
Delete ETID:

DTID: 134214-3314-0002

Stock Number: 1940-00BOAT

Item Nomenclature: ALUMINUM FISHING BOAT

Once the 'Delete' button has been pressed, this ETID will be permanently removed from the database.



Delete

Cancel

EDIT USER PROFILE

ETID - Status



Main Menu

[New ETID](#)[Change Profile](#)[Edit DoDAAC Profile](#)[Log Out](#)

Filter ETID List

By Generator:

By Status:

By Date:

Beginning Date:

Ending Date:

By DoDAAC:

[Refresh](#)

• **CLICK ON CHANGE PROFILE**

CHANGE PROFILE

ETID User Profile Change Form

NOTICE - to successfully complete the user profile change in ETID follow these steps:

1. View your current ETID profile information below and make any changes/additions that are necessary.
2. When you have completed step 1, select the 'save my changes' button at the bottom of the page. If no changes are required select the 'cancel' button at the bottom of the page.
3. If errors are found in the information you have provided please read the error messages and make the appropriate corrections. Follow steps above starting at 1.
4. If no errors are found your record will be saved to the ETID database and you may continue working in ETID.

Name and Employee ID

*Your First Name:
Middle Initial:
*Your Last Name:
*Last 6 Digits of SSN or
Last 3 Digits of Local National ID:
*CONUS Code:

Work Address

*Your Company/Department/
Organization/Agency Name:
*Work Street Address:

*City:
*State:
*Zip/Postal Code:
Zip Extension:
*Time Zone Where You Work:

Email Address, Phone

*Your Work Email Address:
*Commercial Phone Number (including area code):
Commercial Phone Extension:
DSN Phone Number:

Supervisor Information

*Supervisor's Name:
*Supervisor's Phone:
*Supervisor's Email Address:

ETID Options

*Certified for Hazardous Turn-in:



Cancel

Save My Changes

•CHANGE
NECESSARY
FIELDS
•CLICK ON SAVE
MY CHANGES

EDIT DoDAAC PROFILE

ETID - Status



Main Menu

[New ETID](#)[Change Profile](#)[Edit DoDAAC Profile](#)[Log Out](#)

Filter ETID List

By Generator:

By Status:

By Date:

Beginning Date:

Ending Date:

By DoDAAC:

[Refresh](#)

- **CLICK ON EDIT DODACC PROFILE**

EDIT DoDAAC PROFILE

ETID

Modify DoDAAC Profile

NOTICE - to successfully establish Generator to DRMO relationships follow these steps:

1. Enter a generator and DRMO DoDAAC in the textfields below and select the 'Add' button.
2. The generator/DRMO pair will be added to the select box.
3. At least one generator/DRMO pair must be in the select box before selecting the 'Finished' button.
4. To remove an incorrect generator/DRMO pair in the select box, highlight the pair and select the 'Delete' button. **If the pair is the only one in the select box you will need to add the correct generator/DRMO DoDAAC pair before deleting the incorrect pair.**

Add New DoDAAC Association

***Enter Generator DoDAAC:**

(this is a DoDAAC that you will turn-in property under)

***Enter Corresponding DRMO DoDAAC:**

(this is the DoDAAC that you will turn property into for the above Generator DoDAAC)

[\(click here to view list of DRMOs\)](#)

Add

Current DoDAAC Associations

Generator DoDAAC and Affiliated DRMO DoDAAC:

134214 → SZ3199

Delete

- MAKE CHANGE
- CLICK ON FINISHED

Finished

